REPORT RESUMES

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LIBRARY SERVICES IN NEW JERSEY STATE INSTITUTIONS, A SURVEY WITH RECOMMENDATIONS.

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TWENTY EIGHT STATE INSTITUTIONS AND THIRTEEN COUNTY INSTITUTIONS FOR THE MENTALLY ILL AND TUBERCULAR WHICH RECEIVE 50 PERCENT OF THEIR SUPPORT FROM THE STATE ARE INCLUDED IN THIS SURVEY OF INSTITUTIONAL LIBRARIES. DATA COLLECTED FROM FIELD VISITS AND QUESTIONNAIRES ON LIBRARY COLLECTIONS, PERSONNEL, PHYSICAL FACILITIES, SERVICES AND BUDGET FOR RESIDENT, STAFF, AND SCHOOL LIBRARIES ARE COMPARED WITH THE STANDARDS IN (1) "OBJECTIVES AND STANDARDS FOR LIBRARIES IN CORRECTIONAL INSTITUTIONS" (APPROVED BY THE AMERICAN LIBRARY ASSOCIATION AND THE AMERICAN CORRECTIONAL ASSOCIATION) AND (2) "HOSPITAL LIBRARIES OBJECTIVES AND STANDARDS," (APPROVED BY THE AMERICAN LIBRARY ASSOCIATION, THE AMERICAN MEDICAL ASSOCIATION, AND THE AMERICAN HOSPITAL ASSOCIATION.) THE REPORT ALSO ESTIMATES COSTS FOR BRINGING SERVICE UP TO THE STANDARDS, PROPOSES ALTERNATE ADMINISTRATIVE PATTERNS FOR LIBRARY SERVICE IN NEW JERSEY INSTITUTIONS, AND PROPOSES A PLAN FOR PHASING IN THE IMPROVEMENT OF LIBRARY SERVICE. (CC)

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LIBRARY SERVICES IN NEW JERSEY STATE INSTITUTIONS

A SURVEY WITH RECOMMENDATIONS

ERIC/CLIS
JUL 29 '68
UNIVERSITY OF MINNESOTA

Genevieve M. Casey

New Jersey State Library, and the
Graduate School of Library Service, Rutgers University

1968

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Library Services in New Jersey State Institutions

A Survey with Recommendations

by

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March 1968

Sponsored jointly by the New Jersey State Library
and the
Graduate School of Library Service, Rutgers University

Trenton and New Brunswick

1968

RUTGERS · THE STATE UNIVERSITY

GRADUATE SCHOOL OF LIBRARY SERVICE

5 HUNTINGTON STREET
NEW BRUNSWICK, NEW JERSEY 08903

May 31, 1968

Mr. Roger H. McDonough
State Library
New Jersey State Library
Trenton, New Jersey 08625

Dear Mr. McDonough:

I am pleased to submit Miss Genevieve Casey's report of "Library Services in New Jersey State Institutions: a Survey with Recommendations," in fulfillment of the agreement between the New Jersey State Department of Education and the Graduate School of Library Service of Rutgers-The State University. The study was assisted by an Advisory Committee representing the parties to the agreement, the four major divisions of the State Department of Institutions and Agencies, the Rehabilitation Commission of the State Department of Labor and Industry, the Graduate School of Social Work at Rutgers, and the Trenton Public Library. Graditude is due the members of this Committee for their assistance in developing the basic questionnaires, facilitating field interviews with the surveyor, and in providing guidance to the surveyor in the interpretation of the data and formulation of recommendations.

The survey, however, is essentially the work of the surveyor and the observations and conclusions are hers. Except for my comments, below, it is submitted to you without review by the faculty of the Graduate School of Library Service, most of whom had no opportunity to see it.

I include here for your information the observations of the Advisory Committee, made at its last meeting on May 7, 1968, which was held at a time when neither Mrs. Johnson nor I were able to be present.

The Advisory Committee, in reviewing Miss Casey's report at that time, accepted it as an accurate and valuable inventory of the library needs of New Jersey's state institutions and as a basic guide for their development. They recognized that the full implementation of such a program would be dependent upon both budgetary and political considerations and could not likely be done immediately. At the May 7, 1968, session the Committee approved the following suggestions:

1. That a "pilot" program be developed with funds available under Title IV-A of the Library Services and Construction Act which would address itself to two main objectives:
    a. To create a full-time consultative service to the State institutions based at the New Jersey State Library, such a service to provide (1) workshops for persons who are at present in charge of institutional libraries, and (2) individual consultation to assist in the development of library services to the residents of all institutions operated by or substantially supported by the State of New Jersey.
    b. To institute a demonstration project--involving a very few institutions--of the value of library collections which would approach minimum standards and represent varied kinds of library materials; the use of paper-back books and periodicals in quantity and without the normal restrictions which accountability of materials usually entails was stressed by the Committee.
2. The recommendations regarding informational services to professional staff members of institutions are felt to be very important but must, in this context, take second place to the development of services to residents for which funds under Title IV-A are limited by law.
3. The Committee sees value in the recommendation that library services to institutions be administered as a network directly by the State Library but believes that this recommendation may not be feasible at the present time. Institutional libraries should, therefore, continue to be primarily financed and administered by the respective institutions but be assisted by strong advisory and supplemental services from the State Library. It is recommended that a working liaison be further developed between the State Library and the Department of Institutions and Agencies.

Since I was not present at the final meeting of the Advisory Committee, and was, therefore, unable to participate in making the above recommendations, I shall add a few of my own comments.

I would support more strongly the recommendations made by the surveyor, although recognizing that timing must be taken into account, emphasizing the necessity to plan, establish priorities, and work toward realization of the proposals over, perhaps, a five-year period. While the appointment of a full-time consultant for the institutional libraries could in the long run improve library services through training programs and coordination, and by providing a new center of emphasis in the State Library (and might therefore be a useful first step), it would hardly be a "pilot" project for the development of such services, and the productivity of such a move would depend upon the energy and effectiveness of the appointed consultant, the priority given this aspect of its work by the State Library, and the funds which would begin to be channeled into the institutional libraries by institutional, State Library, and State government sources. Consultation in the absence of adequate professional staff, collections, and the administrative means of effecting change can be ineffectual, or even a detriment if it proves to be a substitute for any of these. The proposal to begin by developing the services of a few institutions, rather than by splitting a few funds among a great many, should produce meaningful change more quickly. I would place greater emphasis upon planning for the recommended network of institutional libraries under State Library administration for the several good reasons given in the report and would support the consultative program only if it in fact comprised a first step in a specified plan of development.

This survey of institutional library services is another example of the potential for cooperation between the State Library and the Graduate School of Library Service, and I look forward to other mutual endeavors to benefit the citizens of New Jersey.

Yours sincerely,

Neal Harlow

Neal Harlow, Dean

NH:pmp

In offering this report on library services in New Jersey Institutions, the consultant wishes to acknowledge especially the generous cooperation provided by David Palmer and Adeline Franzel of the State Library staff and Anne Gregory, Education Specialist of the State Department of Institutions and Agencies. Thanks are also due to the Advisory Committee on Institutional Library Services and to many persons at the State Library and in state institutions who gave generously, their time and ideas.

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I

INTRODUCTION

Rutgers University School of Library Science was invited by the New Jersey State Library to conduct a study of library services in State Institutions of New Jersey leading to a plan for their improvement, to be financed, in part at least, under the Library Services and Construction Act, Title IV-A.

An Advisory Committee of twelve members representative of Rutgers University, the State Library, the Department of Institutions and Agencies, the several State institutions, and a public library, was appointed by the Commissioner of Education in November, 1967, to assist Rutgers and the State Library during the survey, and to continue on a permanent advisory basis to guide the development of institutional library services.

With the help of the Advisory Committee and the cooperation of the Department of Institutions and Agencies, a questionnaire soliciting information on collections, personnel, physical facilities, services and budget for resident, staff, and school libraries in the twenty eight State institutions was distributed late in 1967. (See Appendix) The questionnaire was also sent to the thirteen county institutions for the mentally ill and tubercular which by law receive 50% of their support from the State. (See Appendix for names of institutions.)

In the Spring of 1967, the American Library Association (Adult Services Division and Association of Hospital and Institutional Libraries), in cooperation with the State Libraries, conducted a nation-wide survey of public library services available to the home bound and to residents of public and private institutions. An analysis was made of the responses of the forty-eight public libraries in New Jersey indicating some service to institutions.

Analysis was also made of the reports submitted by the eighteen State institutions receiving grants in 1966 for school library materials under the Elementary and Secondary Education Act, Title II. (See Appendix for list of institutions and grants received.) A recent study by Lee Ash on Medical Libraries in New Jersey was also helpful in assessing informational resources available to the staff of state hospitals.

Field visits to supplement the information received in the questionnaire were made to about 49% of the State institutions--five correctional, three mental health, and three mental retardation, plus one home for disabled soldiers and one tuberculosis sanatorium. One district public library headquarters was also visited.

The Advisory Committee recommended that New Jersey adopt as goals for developing quality library service in its State institutions the Objectives and Standards for Libraries in Correctional Institutions as approved by the American Library Association and the American Correctional Association, and the Hospital Libraries Objectives and Standards as approved by the American Hospital Association, the American Medical Association, and the American Library Association.

This report will measure the performance of New Jersey State institutions against these standards and estimate the cost of bringing the library service in these institutions up to standard, propose alternate administrative patterns for institutional library service in New Jersey, and propose a plan for phasing in the improvement of library service.

The report will be concerned with library service both to institutional staff and residents.

II

ADMINISTRATIVE FRAMEWORK AND BUDGET OF NEW JERSEY INSTITUTIONS

In New Jersey, all State institutions are administered by a single State agency, the Department of Institutions and Agencies, headed by a State Board of Control administered by a Commissioner. Responsible in a staff capacity for education in all institutions, for residents as well as staff, is a Chief Educational Consultant. Functioning under the central administration of the Department of Institutions and Agencies are directors of mental health and hospitals, mental retardation, correctional and parole, and public welfare divisions, to whom the directors of the individual institutions are responsible. In addition to overall administrative control in the Commissioner's Office of Institutions and Agencies, each institution has a citizen board of managers appointed by the State Board of Institutions and Agencies with the approval of the governor.

There are seven mental hospitals in New Jersey, with a total professional staff of 932, a non-professional staff of 5,613, caring for 11,323 patients. (Census of September 30, 1967.)

There are six institutions for the mentally retarded, with a professional staff of 429, a non-professional staff of 3,014, caring for 6,684 patients, of whom 2,171 or approximately 32% are reported in education programs, 1,024 or approximately 15% measure I.Q.'s of over 52. (See Appendix for Chart of Residents by Mental Age.)

There are thirteen correctional institutions with a professional and administrative staff of 279, a non-professional staff of 1,600, caring for 5,388 inmates, as of September 30, 1967.

There are two homes for disabled soldiers with a professional staff of sixteen, a non-professional staff of 136, caring for 388 residents. There is one tuberculosis sanatorium with a professional staff of sixty, a non-professional staff of 215, caring for 265 patients. In addition to these institutions fully administered by the State, there are thirteen county hospitals which receive over 50% of their support from the State. Of the county hospitals, six are mental hospitals, caring for 6,433 patients, and seven are tubercular hospitals caring for 778 patients.

New Jersey spends substantial sums to provide good care and maximum opportunity for rehabilitation for its institutionalized population. In the fiscal year ending June 30, 1967, the total operating budget of the Department of Institutions and Agencies was $95,524,173, of which $14,756,769 was appropriated for individual correctional institutions, $19,476,278 for institutions for the mentally retarded, $43,268,844 for mental hospitals, and $2,925, 968 for other institutions. This averages approximately $2,794 per capita in correctional institutions, $3,290 per capita in institutions for the mentally retarded, $5,074* per capita in mental hospitals, $2,783 per capita in the two institutions for disabled soldiers, and $7,159 per patient in the tuberculosis sanatorium.

In addition to this operating expenditure, several State institutions have completed major building and renovation projects since 1960. One new correctional institution, the Yardville Youth Reception and Correction Center, opened in January, 1968, and one new institution for the mentally retarded, Woodbridge State School, opened in 1965. Bond issues for these and other capital improvements in State institutions during the 1960's totalled $90 million, plus total annual appropriations of $9,664,881. Reimbursements made to the county hospitals are not included in these figures.

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*This figure is skewed by an expenditure of $10,242 per patient in an institution with relatively few resident patients and a large number of out-patients. The median budget for patients in mental health institutions was $4,187 per capita.

III

A COMPARATIVE PROFILE OF PRESENT LIBRARY SERVICE TO RESIDENTS OF NEW JERSEY CORRECTIONAL INSTITUTIONS

The following estimates are based upon a comparison between responses to a questionnaire received from the correctional institutions December, 1967, and the minimum standards for correctional libraries endorsed by the American Correctional Association and the American Library Association in 1966. Population figures are based on resident population reported on September 30, 1967.

Materials

To meet minimum standard, a collection within an institution should never be less than 6,000 well-selected volumes with at least ten books per inmate. Institutions which have large groups of long-term prisoners should provide a minimum of 15-20 volumes per inmate, with a replacement schedule of ten per cent each year. Annual additions should be at the rate of one current book per inmate. Each correctional institution should have access to a general library collection of at least 100,000 volumes for reference and inter-library loan service. A very small institution such as a camp or prison farm should have a small reference collection supplemented by frequently changed books from a strong public library, the State Library or other large institutional library. The collection should include "current book titles and duplicates of the most popular titles, replacements of useful older standard titles, up-to-date reference material, a wide variety of current periodicals, representative newspapers, pamphlets, pictures, recordings and films."

Chart I and II record details reported on materials available now in New Jersey correctional institutions:

CHART I

NEW JERSEY CORRECTIONAL LIBRARY FACILITIES 1967--MATERIALS

Institution	No. of Inmates	No. of Volumes	No. Periodicals	No. Newspapers	Budget 1967/68	Circulation
N.J. State Prison Leesburg	268	3,007	22	8	$1,473	1,530
N.J. State Prison Rahway	1,127	4,300	1	1	1,300	9,580
N.J. State Prison Trenton	1,100	5,035	--	-	2,500	6,924
N.J. Reformatory Annandale	484	2,950	42	5	7,400	1,138
N.J. Reformatory Bordentown	807	7,000	17	2	1,000	5,000
N.J. State Reformatory for Women--Clinton	290	5,867	36	0	713	6,648
Residential Group Center--Ocean	21	75	--	-		
Residential Group Center--Turrell	14	292	7	-	100	
N.J. State Home for Boys--Jamesburg	502	2,637	21	-	7,674	575
N.J. State Home for Girls--Trenton	212	1,582	--	-	287	750
Yardville (not yet in operation)						

CHART II

NEW JERSEY CORRECTIONAL LIBRARIES --AUDIO-VISUAL MATERIALS

Institution	Films	Film-strips	Slides	Record-ings	Tapes
N.J.State Prison Leesburg	--	--	--	30	--
N.J. State Prison Rahway	--	60	--	105	10
N.J. Reformatory Annandale	98	80	50	120	2
N.J.State Reformatory for Women--Clinton	--	26	--	12	--
N.J.State Home for Boys--Jamesburg	15	312	355	150	--
N.J. State Home for Girls--Trenton	--	58	--	243	--

To bring book collections in larger New Jersey institutions to national standards (estimated at ten books per prisoner or 6,000 volumes) would require:

Correctional Institution	Residents	Standard	Present Collection	Additional Needed
N.J.State Prison Leesburg	268	6,000	3,007	2,993
N.J.State Prison Rahway	1,127	11,270	4,300	6,970
N.J.State Prison Trenton	1,100	11,000	5,035	5,965
N.J.Reformatory Annandale	484	6,000	2,950	3,050
N.J.Reformatory Bordentown	807	8,070	7,000	1,070
N.J.Reformatory for Women--Clinton	290	6,000	5,867	133
N.J.State Home for Boys--Jamesburg	502	6,000	2,637	3,363
N.J.State Home for Girls--Trenton	162	6,000	1,582	4,418

TOTAL NUMBER OF VOLUMES NEEDED: 27,962

COST AT $5.00 PER VOLUME*: $139,810.00

PLUS SUBSCRIPTIONS TO MOST PERIODICALS INDEXED IN THE READER'S GUIDE AND SELECTED NEWSPAPERS AT $800 PER INSTITUTION: $6,400.00

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*According to latest estimates, the average cost of a book is $7.40. Applying a discount of 35-40% would bring the average cost to approximately $5.00.

Unless a central film collection is established, additional funds would need to be expended in each institution. Above estimates are conservative because not all materials reported by the correctional institutions are useable.

To maintain the collections in the larger New Jersey correctional institutions, once they had been brought up to minimum standard, would require:

Institution	Residents	New Books @ $5 per vol.	Replacement & Binding	Periodicals and Papers	Total
N.J. State Prison Leesburg	268	$1,340	$ 469	$800	$2,609
N.J. State Prison Rahway	1,127	5,635	1,872	800	8,307
N.J. State Prison Trenton	1,100	5,500	1,925	800	8,225
N.J. Reformatory Annandale	484	2,420	847	800	4,067
N.J. Reformatory Bordentown	807	4,035	1,412	800	6,247
N.J. Reformatory for Women--Clinton	290	1,450	507	800	2,757
N.J. State Home for Boys--Jamesburg	502	2,510	878	800	4,188
N.J. State Home for Girls--Trenton	162	810	283	800	1,893

Thus to maintain the larger correctional libraries at current prices and current levels of inmate population would require an annual materials budget of $38,293, or approximately $8.00 per capita.

Personnel

The standards recommend that all institutions maintaining libraries serving up to 1,000 residents should have one professional librarian (a graduate of an accredited library school with cognate courses in adult education, sociology, psychology and criminology, with at least one year of experience in a public, school, or college library). For every professional librarian, there should be a minimum of one full-time paid clerical person (or part-time equivalent).

No correctional institution in New Jersey has a professional librarian. New Jersey State Home for Boys (Jamesburg) has assigned a Teacher II (with an MA degree), Yardville a clerk, to full-time duty in the library. The rest of the institutions assign members of the educational staff to library activities on a part-time basis. Percentages of time range from two per cent to 33 per cent, with a median of twelve per cent (one hour per day).

Actual staffing of the library in all institutions except Jamesburg and Yardville is by resident aide. New Jersey State Reformatory for Women also reports the use of four volunteers in the library, in addition to the resident aides. (See Chart III)

In order to station one professional librarian at $8,000 in each of the seven larger institutions would require $56,000.

Physical Facilities

The correctional library should have enough space to house the minimum standard collection and provide seats for no less than five per cent of the population. In addition, workroom space and an office for the librarian should be provided. There should be a conference room available to the library for such activities as book discussions, story hours, etc., and space separate from the inmate library for a staff library of 500-1,000 books with seats for at least six readers.

Only two of New Jersey's correctional institutions meet these minimum standards. (See Charts IV and V)

CHART III

NEW JERSEY CORRECTIONAL LIBRARIES--PERSONNEL

Institution	Grade of Personnel	Education	Salary	Time Spent in Library
N.J.State Prison Leesburg	Instructor -Counselor	3 yr. college	$5,770	12%
N.J.State Prison Rahway	Teacher II	B.A.	5,774	10%
N.J.State Prison Trenton	Director of Education	M.Ed.	8,957	5%
N.J.Reformatory Annandale	Teacher I	B.S.	8,200	33%
N.J.Reformatory Bordentown	Teacher I	E.Ed.	9,124	5%
N.J.Reformatory for Women--Clinton	Teacher II	B.A.	7,200	20%
N.J.State Home for Boys--Jamesburg	Teacher II	M.A.	5,774	100%
N.J.State Home for Girls--Trenton	Director of Education	M.A.	11,845	2%
Youth Reception and Correction Center--Yardville	Clerk			100%

CHART IV

NEW JERSEY CORRECTIONAL LIBRARIES-- PHYSICAL FACILITIES

Institution	Population	Square Feet	Lineal Feet Shelving	Readers' Seats
N.J.State Prison Leesburg	268	8,000	6,000	10
N.J.State Prison Rahway	1,127	1,300	475	16
N.J.State Prison Trenton	1,100	1,140	7,348	--
N.J.Reformatory Annandale	484	1,400	600	40
N.J.Reformatory Bordentown	807	700	660	27
N.J.Reformatory for Women--Clinton	290	840	504	10
N.J.State Home for Boys--Jamesburg	502	1,725	596	36
N.J.State Home for Girls--Trenton	162	660	192	14
Youth Reception and Correction Center--Yardville	---	1,800	34,880	54

(Group Centers report no library facilities)

Hours Open

Regular library hours should be maintained for at least ten hours per day. Weekend, holiday and evening hours are recommended. Inmates should have adequate opportunity to select their own books and read in the library. Isolated groups who cannot visit the library at least once a week should have book cart service or have access to a branch library.

With the exception of Annandale Reformatory, no institution meets the standards of hours open. The largest of the State correctional institutions (State Prisons at Trenton and Rahway) do not have a library open to the readers at all, but report that "inmates order books from a library catalogue . . . books requested are delivered directly to the inmate in his quarters." Following is a chart of hours open in New Jersey correctional library facilities:

NEW JERSEY CORRECTIONAL LIBRARIES PHYSICAL FACILITIES NECESSARY TO MEET NATIONAL STANDARDS

Institutions	# Seats Needed to Meet Std.[1]	Standard Reader Space[2]	Book Space[3]	Other Space[4]	Total Standard Sq. Ft.	Space Presently Allotted	Attitional Space Needed In Sq. Ft.
N.J. State Prison Leesburg	13	455	400	220	1,075	8,000	---
N.J. State Prison Rahway	56	1,960	751	220	2,131	1,300	831
N.J. State Prison Trenton	55	1,925	733	220	2,878	1,140	1,738
N. J. Reformatory Annandale	24	840	400	220	1,460	1,400	60
N.J. Reformatory Bordentown	40	1,400	538	220	2,158	700	1,458
N.J. Reformatory for Women--Clinton	14	490	400	220	1,110	840	270
N.J. State Home for Boys--Jamesburg	25	875	400	220	1,495	1,725	---
N.J. State Home for Girls--Trenton	8	280	400	220	900	660	240

[1] Estimated at seating for 5% of population.

[2] Estimated at 35 square feet per seating space.

[3] Estimated at minimum standard collection, 15 vols. per square foot.

[4] Standard workroom, librarian's office.

Institution	Hours per wk.	Weekends Saturday	Sunday	Book Cart Service
N.J. State Prison Leesburg	23	9-11:45 am	5-8:45 pm	---
N.J. State Prison Rahway	23½	---	---	Daily
N.J. State Prison	52½	8-11 am 1-3:30 pm	8-11 am 1-3:30 pm	Daily
N.J. Reformatory Annandale	52	1-4 pm	---	Weekly
N. J. Reformatory Bordentown	12	1-3 pm	6-8 pm	---
N. J. Reformatory for Women--Clinton	35	---	---	Alternate Weeks
N. J. State Home for Boys--Jamesburg	30	---	---	---
N. J. State Home for Girls--Trenton	6	---	---	---

(Group Centers report no library service.)

Summary

To bring the book and periodical resources of the seven largest New Jersey correctional institutions up to standard would require $146,210. Since film resources might better be provided from a central collection, this cost is not estimated here.

To provide a professional librarian in each of the seven institutions would require $56,000. It is assumed that non-professional staff might be drawn from the resident population and/or present staff of the institutions.

To estimate the cost of additional square feet of space required, plus the furnishings needed, is difficult, since this might be achieved through a reallotment of space, at least in some institutions.

The total minimum required to achieve quality library service to the larger institutions of New Jersey is thus $202,210. Once the libraries in the larger institutions had been brought up to standard, they would require (according to 1967 price levels and census) an annual maintenance budget for printed materials of $38,293, an annual personnel budget of $56,000, plus a small continuation budget for supplies and equipment--approximately $100,000, or $20.00 per inmate per year.

There are 204 residents in the Residential Group Centers and satellite units. Assuming that these need to be served from the State Library, or from a nearby strong library, at a cost of $20.00 per person per year, this service would require an additional $4,080 per year.

IV

A COMPARATIVE PROFILE OF PRESENT LIBRARY SERVICE TO PATIENTS IN NEW JERSEY STATE HOSPITALS

The following estimates are based on questionnaires answered by all state hospitals in December, 1967, and the minimum standards for patients' libraries endorsed by the American Hospital Association, the American College of Surgeons, American Library Association, Medical Library Association, and Special Libraries Association. Since there are at present no specific standards for institutions for the mentally retarded or for the aged, the hospital standards were used. For the mental retardation institutions, the standards were applied only to that proportion of the resident population reported to be enrolled in educational programs.

The standards recommend: for hospitals up to 300 beds, a minimum of eight books per patient; 301-500 beds, a minimum of seven books per patient, 801-1, 100 beds, a minimum of five books per patient; 1,101-1,500 beds, a minimum of four books per patient; for larger hospitals, "fewer volumes than above scale."

Mental Hospitals	Residents	Number of Books Required by Standard	Present Collection	Additional Volumes Needed
Ancora State Hospital	1,613	4,893 (3)	6,270	--
Arthur Brisbane Child Treatment Center	82	656 (8)	200	456
N. J. Diagnostic Center	92	736 (8)	---	736
N.J.State Hospital Greystone Park	4,369	8,738 (2)	10,000	--
N.J. State Hospital Marlboro	1,350	4,050 (3)	6,000	--
N.J. State Hospital Trenton	2,987	5,974 (2)	3,550	2,424
Neuro-psychiatric	812	3,248 (4)	4,000	--

(Numbers in parentheses indicate number of volumes estimated per patient.)

Mental Retardation Institutions	Residents	Number of Books Required by Standard	Present Collection	Additional Volumes Needed
Edward R. Johnstone Training & Research Center	336 (266)	2,128	800	1,328
North Jersey Training School	1,010 (410)	2,870	653	2,217
State Colony New Lisbon	1,236 (319)	2,233	100	2,133
State Colony Woodbine	1,182 (230)	1,840	437	1,403
State School Vineland	1,932 (131)	1,048	350	698
State School Woodbridge	988 (815)	4,075	683	3,392

(Numbers in parentheses indicate number of residents in educational programs.)

Other Institutions	Residents	Number of Books Required by Standard	Present Collection	Additional Volumes Needed
N.J. Home for Disabled Soldiers--Menlo Park	186	1,488	--	1,488
N.J. Home for Disabled Soldiers--Vineland	202	1,616	7,000	--
N.J. Sanatorium for Chest Diseases	265	2,120	3,200	--

TOTAL NUMBER OF VOLUMES NEEDED FOR MENTAL HOSPITALS: 3,616

COST AT $5.00 PER VOLUME: $18,080

TOTAL NUMBER OF VOLUMES (OR OTHER MATERIALS) NEEDED FOR MENTAL RETARDATION INSTITUTIONS: 11,171

COST AT $5.00 PER VOLUME: $55,855

TOTAL NUMBER OF VOLUMES NEEDED IN HOMES FOR DISABLED SOLDIERS: 1,488

COST AT $5.00 PER VOLUME: $ 7,440

COST OF SUPPLYING NEWSPAPERS AND PERIODICALS TO ALL STATE HOSPITALS

AT $800.00 PER INSTITUTION $12,800

Mental Hospitals:	$5,600
Mental Retardation Institutions:	4,800
Other Institutions:	2,400

TOTAL COST OF BRINGING PRINTED MATERIALS IN ALL STATE HOSPITALS TO MINIMUM STANDARDS: $94,175

Charts VI and VII record details on materials presently available in state hospitals.

CHART VI

NEW JERSEY INSTITUTIONS OF MENTAL HEALTH DETAIL OF MATERIALS NOW AVAILABLE

Institution	Residents	Number of Volumes	Periodical Subscriptions	News-papers	Audio-Visual	Circu-lation
Ancora State Hospital	1,631 (45 students, 5-20 yrs. old)	6,270	20 (10 gift)	12 (gift)	72 libraphones 65 filmstrips	3,576
Arthur Brisbane Child Treatment Center	82 (all students, 5-12 yr. old)	200 (plus 1,056 in sch. lib.)	39 (in sch. lib.)	--	89 filmstrips 161 slides 179 recordings	--
N.J. Diagnostic Center	92	--	6	--	1 film 92 filmstrips 50 recordings 2 tapes 39 maps, globes, charts	--
N.J. State Hospital Greystone Park	4,369 (50 students, 6-20 yr. old.)	10,000 (plus 250 in school lib.)	12 (2 in sch. lib.)	5	10 films 15 filmstrips 25 slides 2 recordings 12 tapes	10,420
N.J. State Hospital Marlboro	1,350	6,000	14	10	2 recordings	2,861
N.J. Neuro-psychiatric Institute	812	1,351	7	--	--	1,740
N.J. State Hospital	2,987	3,550 (50 in school lib.)	275 (6 in sch. lib.)	5	30 filmstrips 25 recordings (all in sch. lib.)	2,000

CHART VII

NEW JERSEY INSTITUTIONS FOR MENTALLY RETARDED DETAIL OF MATERIALS NOW AVAILABLE

Institution	Residents	Number of Volumes	Periodical Subscriptions	News-papers	Audio-Visual	Circu-lation
Edward R. Johnstone Training and Research Center	336 266 students	800	6	2	410 filmstrips 120 recordings 12 transparencies	--
State Colony New Lisbon	1,236 319 students	100 (estimated)	3	--	190 recordings 297 filmstrips	--
North Jersey Training School	1,010 410 students	653 303 new	17	--	49 filmstrips 42 slides 60 recordings	--
State School Vineland	1,932 131 students	350	3	1	3 films 400 filmstrips 450 recordings 6 tapes	--
State Colony Woodbine	1,182 230	437	1	--	4 films 124 filmstrips 200 slides 458 recordings 9 tapes	--
State School Woodbridge	988 815 students	683	20	4	59 films 192 filmstrips 172 recordings 12 tapes 25 transparencies	122

In order to maintain collections for patients in hospitals, the standards recommend a budget adequate to allow for annual turnover of at least one-fifth of the collection. Applying these criteria, and allowing $800 per hospital for periodicals and newspapers, would require the following continuation budget for materials:

Mental Hospitals	Recommended Collection	New Material and Replacements Needed	Cost @ $5 per Volume	Periodicals & Papers	Total Cost
Ancora State Hospital	4,893	978	$4,893	$800	$5,693
Arthur Brisbane Child Treatment Center	656	131	656	800	1,456
N.J. Diagnostic Center	736	147	736	800	1,536
N.J. State Hospital--Greystone Park	8,738	1,747	8,738	800	9,538
N.J. State Hospital--Marlboro	4,050	810	4,050	800	4,850
N.J. Neuro-psychiatric Institute	3,248	649	3,248	800	4,048
N.J. State Hospital--	5,994	1,198	5,994	800	6,794

(The following chart is based on patients enrolled in educational programs. Funds estimated here may be used on audio-visual or other learning materials, rather than on books and periodicals.)

Mental Retardation Institutions	Recommended Collection	New Material and Replacements Needed	Cost @ $5 per Volume	Periodicals & Papers	Total Cost
Edward R. Johnstone Training and Research Center	2,128	425	$2,128	$800	$2,928
State Colony New Lisbon	2,233	466	2,233	800	3,033
North Jersey Training School	2,870	574	2,870	800	3,670
State School Vineland	1,048	209	1,048	800	1,848
State Colony Woodbine	1,840	368	1,840	800	2,640
State School Woodbridge	4,075	815	4,075	800	4,875
Other Institutions					
N.J. Home for Disabled Soldiers--Menlo Park	1,508	301	1,508	800	2,308
N.J. Home for Disabled Soldiers--Vineland	1,616	323	1,616	800	2,416
N.J. Sanatorium for Chest Diseases	1,952	390	1,952	800	2,752

TOTAL ANNUAL MATERIALS BUDGET: $59,495

Mental Hospitals:	$33,915
Mental Retardation Institutions:	18,104
Other Institutions:	7,476

Personnel

Standards recommend that hospitals servicing up to 300 beds have one professionally qualified librarian (Master's degree; accredited library school) and clerical help as needed; hospitals serving 301-500 beds, 1 1/2 librarians and 1 clerical assistant; over 500 beds, 2-5 librarians and 1 or more clerical assistants.

No state hospital meets this standard. The mental hospitals come the closest, since all of them record budgeted positions for personnel with college degrees to give full time to library service. One of them (State Hospital at Marlboro) reports a paid clerk in addition. To meet the above standard would require twenty-eight professional librarians: five at Greystone, four at Trenton, three at Ancora and Marlboro, two at the Neuro-psychiatric Institute, one each at Arthur Brisbane and the Diagnostic Center; one in each of six hospitals for the mentally retarded; one each in the New Jersey Sanatorium for Chest Diseases and the Homes for Disabled Soldiers. Estimating these salaries at $8,000, it would require $236,000 to bring minimum professional staff to all New Jersey state hospitals. Estimating paid clerical staff at least in the large mental hospitals, at one clerk each in the Neuro-Psychiatric Institute and the state hospitals at Ancora and Marlboro, two at Trenton State Hospital and three at Greystone, and estimating the clerical salary at $5,000, would require an additional continuing personnel cost of $40,000 per year.

In summary, once collections had been brought up to standards in New Jersey state hospitals, their maintenance would require an annual materials budget of $33,915 for mental hospitals, $18,104 for mental retardation institutions, $7,467 for other institutions, or a total of $59,495. In addition an annual personnel budget of $192,000 per year would be needed for mental hospitals, $48,000 per year for mental retardation institutions, and $24,000 a year for other institutions. The total annual maintenance budget for all state hospitals for patient library service would be $323,495 or approximately $13.00 per capita. For mental hospitals $185,915 or approximately $20.00 per capita would be required; for mental retardation institutions $66,104 or approximately $10.00 per capita; for other institutions $31,467 or $47.00 per capita.

All of these figures are based upon present cost levels and patient load, and can thus be presumed to rise in subsequent years. With the exception of the clerical staff estimated for the large mental hospitals, these figures presume that cost of clerical staff may be absorbed in the present budget of the institution. The figures do not include cost of space, equipment, supplies, telephone, postage, etc., all of which will increase as library activity accelerates. The estimates, therefore, of $20.00 per capita for mental hospitals, $10.00 per capita for mental retardation institutions, and $47.00 per capita for the other hospitals, are minimal.

CHART VIII

NEW JERSEY INSTITUTIONS OF MENTAL HEALTH MISCELLANEOUS DETAILS OF PRESENT LIBRARY SITUATION

Institution	Librarian	Staff	Budget	Space-Sq.Ft.	Seats	Book Cart
Ancora State Hospital	B.S.--credits to M.S., serves staff and residents	2 volunteers	$1,000	2,107	40	Daily
Arthur Brisbane Child Treatment Center						
N.J. Diagnostic Center	Residents--0 Staff--clerk 10%	--	Resident--0,Staff--11,400	Resident--0 Staff--600	--	--
N.J. State Hospital Greystone Park	Teacher 1-10%		18,085* School--308	2,238	100	Weekly
N.J. State Hospital Marlboro	Senior Librarian, College Degree	1 clerk 1 volunteer 1 resident aide	15,800	2,439	53	Twice Weekly
N. J. Neuro-psychiatric Institute	Teacher 100%		8,773 409 ESEA	1,413	26	--
N.J. State Hospital Trenton	--	--	12,251 School--19,195	6,000	13	--

*Represents entire budget for "Education and Rehabilitation"--library expenditures not budgeted separately.

CHART IX

NEW JERSEY INSTITUTIONS FOR MENTALLY RETARDED MISCELLANEOUS DETAILS OF PRESENT SITUATION

Institution	Librarian	Staff	Budget	Space	Seats	Hrs. Open-Wk.
Edward R. Johnstone Training and Research Center	Teacher II 100%	Volunteers	$ 988	"library room"	--	7
State Colony New Lisbon	Supervisor Academic Instruction 5%	--	1,392	612 sq. ft.	42	35
North Jersey Training School	School Secretary 2%	--	707	shelves in secretary's office	--	20
State School Vineland	--	--	1,068 918ESEA	None--books in classrooms	--	--
State Colony Woodbine	None	--	940	None--books in classrooms	--	3
State School Woodbridge	Teaching Assistant 2 yrs. college 50%	1 paid clerk	9,826	512 sq. ft.	10	35

V

FILM RESOURCES IN NEW JERSEY INSTITUTIONS

In the project applications for school library resources filed under the Elementary-Secondary Act, Title II, in March, 1967, of the eighteen institutions with school libraries, only nine reported holdings of 8 or 16mm films, and of these, only one, N.J. Reformatory (Bordentown), considered its film resource excellent in quality and quantity. With the exception of the Bordentown Reformatory, which reported a collection of 196 16mm films, and the New Jersey Neuro-Psychiatric Institute with 148 16mm films, the remainder of the institutions owning some film resources reported only minimal collections of less than a dozen films.

Several of the institutions report that they borrowed film, usually from the State Museum, but frequently found the collection and its annotated catalog inapropos to the needs of the residents. In statements of major library needs all of the eighteen institutions with elementary or secondary education programs and most of the others remark the need for additional audio-visual materials.

VI

LIBRARY AND INFORMATIONAL SERVICES TO STAFF IN NEW JERSEY INSTITUTIONS

Correctional Institutions

The standards recommend that each larger institution should provide for its staff use a basic collection of 500-1,000 recent books and 25-50 journals related to the correctional program. It is recommended that this library be located in an area accessible to the staff, preferably near the librarian's office for easy administration, and that it have seating space for a minimum of six readers. The standards provide that "very small institutions may have their needs adequately supplied through interlibrary loans from a central collection," but that "each institution regardless of size will require a small, up-to-date collection of basic books immediately available."

To maintain the library adequately, the standards recommend, in the larger institutions an annual expenditure of at least $1,000 to $1,500 for materials. It is assumed that the librarian in charge of the inmate library will also administer the staff library services.

As may be seen from Chart X, no New Jersey correctional institution meets these standards, although Yardville, with its subscriptions to twenty-five journals and an arrangement for a separate staff library area, is making a beginning.

To bring staff library services in all New Jersey larger correctional institutions up to minimum standard would thus require a total of 3,965 volumes, which estimated at $10.00 per volume* would cost $39,650. It would require an annual materials budget of at least $9,000. This does not estimate the cost of providing some informational services to correctional staff in the residential group centers and satellite units, although this staff is as much in need of exposure to new ideas as are the staff in the large institutions.

Recommendations

An alternative to providing small staff libraries in each one of the larger institutions might be to set up a strong central library either at Yardville, where

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*The approximate average cost of books in business, economics, education, law, medicine, science, and technology as reported in Bowker Annual of the Library and Book Trade Information, 1967.

a nucleus is being created now, or at the State Library. This library might have all significant books and journals relevant to the correctional program and bring these to the attention of personnel by means of a monthly annotated bibliography, and special listings on subjects of interest to a particular segment of the staff. Each staff member might be supplied with a Xerox copy of the table of contents page of all journals he elects to see regularly, and be asked to check the articles he wishes copied for him. This system might have the following advantages:

1) It might effect some savings by avoiding duplication of materials. (This saving would need to be weighed against the cost of photocopying and postage and might not be significant.)
2) It would insure better informational service since each staff member would have new materials brought regularly to his attention.
3) It would bring the same quality of informational service to all correctional personnel: in the Trenton offices, in small units, and in the larger institutions.
4) It would enable a wider range of materials

than would be possible with collections duplicated in all the larger institutions.

5) It would provide the best possible implementation of the agency's in-service training program.

One advantage in placing the central information program in the State Library rather than at Yardville would be that the information needs of correctional personnel would frequently spill over into literature in other fields--education, psychiatry, psychology, and business administration, for example. A librarian assigned (perhaps half-time) to directing this service could bring to the attention of correctional personnel all literature coming into the State Library.

Mental Health Institutions

The standards for hospital libraries state that "The aim of the hospital medical library is to assist and further the education, reading, and research program of the professional staff of the hospital by providing and maintaining, in an adequately staffed and equipped library, sufficient medical and allied scientific literature and library services to meet the

CHART X

NEW JERSEY CORRECTIONAL INSTITUTIONS--STAFF LIBRARY SERVICES

Institutions	Number Volumes	Number Journals	Budget	No. Vols. Needed for Standard	Cost to Reach Standard
N.J. State Prison Leesburg	--			500	$5,000
N.J. State Prison Rahway	--			500	5,000
N.J. State Prison Trenton	5	4		495	4,950
N.J. Reformatory Annandale	150	12	$840	350	3,500
N.J. Reformatory Bordentown	300	8	200	200	2,000
N.J. Reformatory for Women--Clinton	45	2		455	4,550
N.J. State Home for Boys--Jamesburg	35	15		465	4,650
N.J. State Home for Girls--Trenton	--			500	5,000
Youth Reception and Correction Center--Yardville		25	650	500	5,000

requirements of the staff in studying and giving constantly improved patient care." The standards recommend that hospitals of one hundred beds or more should have a minimum collection of 1,000 up-to-date books and monographs, with few exceptions published within the last ten years, at least twenty-five periodical subscriptions, and the most important medical and allied scientific indexes. The standards further state that "material should be selected in accordance with the types of service represented in the hospital, and with the quality of educational, clinical and research work done by the staff. The location of the hospital in regard to other medical libraries and medical centers should also govern the size of the collection." The standards provide that the hospital library be staffed by a "certified medical librarian" with adequate clerical assistance.

The functions of the medical librarian are to select medical and allied scientific literature, and equipment, aid in medical research through the rendition of bibliographic, reference and interlibrary loan services, and of translating, abstracting and editorial services insofar as possible; classifying and cataloging the collection, orienting the medical staff and hospital personnel to the services and functions of the medical library, and to work with the advisory hospital medical library committee.

The standards further state that the library should be so located as to be easily and conveniently accessible to staff, with a reading room devoted exclusively to research and study, comfortable and well lighted, open shelves and sufficient space for expansion of the collection and an office and work room for the library staff.

Translating these standards into dollars, one might estimate that each state hospital would need to spend each year at least $2,750 for materials, and $13,000 for personnel. The latest figure on the average cost of medical books and journals is approximately $19.00. This estimate assumes the addition of at least one hundred volumes a year, and at least twenty-five journal subscriptions, plus a binding cost of $3.00 per journal, or $75.00 for the twenty-five subscriptions, plus $300 for indexes. The indexes are particularly important since these are the tools which enable the staff and librarian to draw upon other larger medical collections.

A professional librarian at $8,000 and one clerk at $5,000 would require in each hospital a personnel budget of $13,000.

It would be difficult to estimate the cost of re-alloting space within the New Jersey state Hospitals to meet the facilities standards.

Multiplying the minimum figure of $15,750 per year by the seven mental hospitals and the New Jersey Sanatorium for Chest Diseases would indicate a total annual budget of $126,000 to provide library staff services of a minimum quality. The hospital library standards are now undergoing drastic upward revision, and it is generally agreed that as they presently stand, they are grossly unrealistic in the light of current medical publishing. However, in contrast to the present performance of New Jersey state hospitals, which reported a total expenditure of $10,793 for materials in 1966/67 for the mental hospitals (an average of $541.00 per hospital) and a total materials expenditure of $296.00 at the New Jersey Sanatorium, the present standards might well be accepted as an interim goal. The crucial factor in good medical library service is a qualified librarian with adequate clerical support, since any hospital library needs to draw upon larger medical collections at a regional and national level. In personnel, the New Jersey state hospitals are most conspicuously deficient. There is no professionally qualified medical librarian working in New Jersey state institutions. Only Marlboro and Trenton have assigned a person full time to the medical library. The rest of the state hospitals expect one person to care for both staff and patients' library service, an obviously impossible assignment. If New Jersey wishes to keep the staff of the state hospitals aware of the new ideas in medicine and psychiatry, there is no alternative to this minimum expenditure of $126,000 per year for staff library services--a small expenditure really, in view of the millions spent to maintain state hospitals, or the human importance of providing patients with maximum opportunity for recovery.

Mental Retardation Institutions

The library profession has not defined specific standards for library services for the mentally retarded, or for the staff in these institutions. There is, however, a great deal of research now going on concerning the causes and treatment of mental retardation, and all professional people working in this field are aware of the need to keep abreast of the new insights being proposed and demonstrated. By far the best collection on mental

CHART XI

STAFF LIBRARIES--NEW JERSEY STATE MENTAL HOSPITALS

Institution	Number of Volumes	Number Volumes Added Current Year	Number Journals	Professional Status of Staff	Materials Budget
Ancora State Hospital	5,847	201	35	B.S. (also patients' librarian	$2,000
Arthur Brisbane Child Treatment Center	310	---	30	---	---
N.J. Diagnostic Center	500	20	15	H.S., 10%	400
N.J. State Hospital Greystone Park	1,500	25	25	---	4,297
N.J. State Hospital Marlboro	3,052	215	84	3 yrs. College	1,515
N.J. Neuro-psychiatric Institute	"There is a medical library on the grounds."				
N.J. State Hospital Trenton	(Not Supplied)	(Not Supplied)	(Not Supplied)	Clerk	2,581 (Includes patients' library)

retardation is at the Edward R. Johnstone Training and Research Center, although the research scientist who attempts to cope with it in approximately 5% of his time is well aware of its gaps and inadequacies.

Applying the general hospital library standards for staff services to New Jersey's six mental retardation institutions would require a total annual expenditure of $94,500, plus the cost of providing adequate space and equipment, which is approximated only at Johnstone and Woodbridge. This is in contrast to the present total expenditure of $3,392 for materials for staff in all mental retardation institutions. (See Chart XII)

As a beginning, it is suggested that the library at Johnstone Training and Research Center be built up to standard, and be considered a state-wide information center on the mentally retarded. A current awareness service as suggested above for the correctional institution staff could be addressed to all professional personnel in all the six institutions. All professional staff in mental retardation institutions might be encouraged to come to Johnstone to research special problems. Such a center might also be useful to students in the state's colleges and universities, and to parents of handicapped children, and to personnel administering community programs for the retarded.

The librarians of such a center would need to use the State Library and the libraries of Princeton and Rutgers to keep aware of relevant materials in education, medicine, recreation, psychology and other fields, in order to bring these to the attention of the total staff of the mental retardation institutions. The center should have a full collection of indexes--not only the Mental Retardation Abstracts, but also Index Medicus, the Education Index, Psychological Abstracts, Chemical Abstracts, etc.

The center would need a materials budget of at least $10,000, a photocopier, a microfilm reader-printer, an adequate telephone and postage budget, space adequate for a growing collection of books and journals as well as pleasant study space, and should have a fully qualified professional librarian and at least two full-time clerical aides. As the center grew, and became widely used, it would probably become necessary to add another librarian. For approximately $40,000 per year, New Jersey could effect a dramatic improvement, in making the best thinking of the world on mental retardation available to the staff, and through them to the retarded and brain-damaged citizens of the state.

CHART XII

STAFF LIBRARIES--NEW JERSEY MENTAL RETARDATION INSTITUTIONS

Institution	Number of Volumes	Number Volumes Added--Current Year	Number Journals	Professional Status of Staff	Materials Budget
Edward R. Johnstone Training and Research Center	2,160	100	41	Research Scientist 5% Time	$2,200
State Colony New Lisbon	300	32	7	Clinical Psychologist 5% Time	573
North Jersey Training School	--	--	17	--	179
State School--Vineland	125	6	6	--	50
State Colony--Woodbine	118	8	8	--	90
State School Woodbridge	250	250	20	2 Yrs. College 50% Time	300
N.J. Sanatorium for Chest Diseases	300	25	10	--	296

VII

LIBRARY SERVICES IN NEW JERSEY COUNTY HOSPITALS SUBSTANTIALLY SUPPORTED BY THE STATE

Of the six county mental hospitals, four responded to the questionnaire. Of these, only one, the Essex County Hospital in Cedar Grove, reported any expenditure for library service, either for residents or staff. This hospital serving 3,151 patients, reported a total expenditure for both patients and staff of $13,258, and a paid staff of one "library assistant" with two years of college, and one clerk. In the last year 1,162 volumes were added to the staff collection. Thirty-six journals are subscribed to for the staff, eight periodicals and three newspapers for patients. The library assistant reports use of the Bloomfield Public Library and the libraries of New Jersey Academy of Medicine and the New York Academy of Medicine. Although it reports no library expenditures, the Hudson County Meadow View Hospital, serving 2,038 mental patients, does indicate that a patients' library of 2,000 volumes was initiated under the administration of a "Remotivation Coordinator" who spends four hours in the library each week day; with these two exceptions, there is no record of library activity in the county mental hospitals.

Of the seven county tuberculosis hospitals, four responded to the questionnaire. None reported any expenditures for library service for either staff or residents, with the exception of Roosevelt Hospital which recorded an expenditure of $23.62 derived from the sale of duplicate donated books.

The patients served in the county hospitals constiture 36 per cent of those cared for in state mental hospitals, 73% of those cared for in tuberculosis hospitals. On the basis of the scanty returns of the questionnaires, which reveal almost no library service to patients or staff, it seems fair to assume that it would require at least as large an expenditure to bring library service in county hospitals to standard, as it would in the state hospitals, and the same amount to maintain decent service.

Therefore, it is estimated that to bring library services to patients to minimum standard in the county hospitals would require a minimum expenditure of $45,754. To maintain these services at $20 per patient in the county mental hospitals would cost annually $128,660, in the county tuberculosis hospitals at $47 per patient would cost $36,466. Quality information service to staff would require an expenditure of at least $68,040.

VIII

A SUMMARY OF LIBRARY SERVICE IN NEW JERSEY STATE INSTITUTIONS

The provision of library services to staff and residents has not as yet been as impressive as other aspects of New Jersey's institutional program. Reflecting the lack of staff devoting full time to library development, and often a lack of specific budget for library service, is the difficulty in interpreting figures provided by the institutions on library expenditures and fund sources; frequently the same figures appear as expenditures for school library, resident library and staff library services. Occasionally no figures are supplied at all.

Taking into account these reservations on the accuracy of figures reported, the twenty-eight state institutions reported total expenditures in 1966/67 of $118,744 for all library services for all 24,048 residents in all state institutions, or an average of $4.93 per capita. Correctional institutions spend an average of $3.70* per capita, mental hospitals $7.53 per capita, institutions for the mentally retarded $1.35 per capita. The New Jersey Sanatorium for Chest Diseases spend $15.81 per capita, the two homes for disabled soldiers almost nothing. All these figures include library service to staff as well as to the residents.

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*This figure includes cost of creating a library at Yardville prior to opening.

Materials

Most of the above expenditures were for library materials. Estimating the cost of a book at $5.00 per volume, it must be recorded that New Jersey provided in 1966/67, in all its correctional institutions, less than one new book for each inmate, in its mental hospitals 1.5 new books for each patient, in institutions for the mentally retarded one new book for every three patients, in the Chest Diseases Sanatorium about 1.5 new books for each patient, and in the institutions for disabled soldiers no new library materials.

In addition to the fact that current book funds are massively inadequate, the collections in many institutions are cluttered with "gift" books--out of date and inappropriate material, often in poor physical condition. The Vineland soldiers' home, where at least half of the collection should be discarded, is typical. The collections in correctional institutions--with the exception of the Jamesburg School for Boys, the New Jersey Reformatory for Women and Yardville--were poorest in quality. Libraries for patients in the institutions for the retarded are virtually non-existent. Collections in mental hospitals, because they have had continuous supervision by a person whose duties at least were fully oriented toward the library, tended to be in somewhat better condition. Almost without exception, however, the number of volumes reported in the collection are not all usable material.

Periodical and newspaper subscriptions for residents were even less available, although these forms of literature are particularly useful for the non-reader found in most institutions, and especially important in keeping the institutionalized person informed about and oriented toward the outside world to which most of them are encouraged to return. A total of 196 periodical and newspaper subscriptions were reported in all correctional residents' libraries, or one periodical for every three hundred inmates; in mental hospitals a total of twenty-seven periodical and newspaper subscriptions, or one for every seven hundred patients; in institutions for the mentally retarded seventeen periodical and newspaper subscriptions, or one for every 7,000 residents in educational programs; in the sanatorium twenty-six subscriptions, or one for every ten residents. Homes for disabled soldiers reported no periodical or newspaper subscriptions.

Institutions with elementary or secondary schools have some audio-visual material--filmstrips, transparencies, etc.--frequently purchased through grants under the Elementary-Secondary Education Act. Institutions commonly have projection equipment, and rent recreational films on a regular basis. Almost all institutions, especially those for the mentally retarded and delinquent, have a high proportion of non-readers for whom film would be an obvious educational tool. All the institutions visited recognized the need for a central film library at the state level with materials selected and annotated for the special needs of institutions.

To supplement their own small collections for both residents and staff, the great majority of institutions report that they call upon the State Library for special requests. A few use their neighboring public library. Mental hospitals report use of the National Library of Medicine, Rutgers University, and the Library of Congress, but one gets the impression that this use is sporadic and uncommon, especially for residents.

Many residents' library collections show evidence of the State Library's Matching Book Grant Program, begun in 1944 for correctional institutions and extended in 1952 to all state institutions. Under this project, $1,500 each year was divided on a matching basis among all institutions for the purchase of books. In 1964, the State Library, feeling that the impact of the small grant was minimal, decided to make a larger grant of $1,000 to each of three institutions willing to expend at least $250 in institution funds for library materials. Especially at the State School for Boys, this larger grant has effected notable improvement in the collection.

Personnel

Almost all institutions queried mentioned the need for qualified librarians as paramount. Most correctional institutions maintain their library services with the supervision of a member of the teaching staff (who spends from 2% to 33% of his time in the library), and fluctuating inmate help. Yardville has assigned an employee classified in the clerical range to work full time in the library. The State School for Boys has a full time teacher in what is essentially a school library, and has used the services of a qualified school librarian during the summer, as well as the assistance of the State Library consultants. The New Jersey Reformatory for Women has a well-organized library which reflects the interest of the Acting Educational Director, but which is staffed primarily by inmates. Educational directors and administrators at all correctional institutions visited express concern for the quality of library service available to inmates and frustration about lack of competent personnel even more than of book funds.

In the mental hospitals, a staff member is commonly responsible for both professional and patients' library service, although at Marlboro State Hospital, the two libraries are separately staffed. Although this could indicate a somewhat higher quality of library service in mental hospitals, the information needs of the staff, which tend to take precedence over patients' library needs, the vast number of patients, and the sheer physical size of the hospitals, with buildings spread over acres of ground, make the task of the single librarian genuinely overwhelming. In all mental hospitals the shortage of personnel makes it impossible for library materials to be brought to all wards on a regular basis.

State Library consultants have visited most institutions, and from time to time have assisted in weeding the collections.

The most urgent single need in improving library services in the institutions of New Jersey is for regular, qualified, professional librarians. The lack of qualified personnel is reflected in the scope and quality of the collections, the lack of professional organization of materials, and most especially in the range of services available to residents. Regular, expert reader guidance, information and reference service, provision of book lists, exhibits, discussion groups based on books, periodicals, or films, and music appreciation groups are virtually non-existent. In order for the institution library to be a real tool of rehabilitation, qualified personnel is as essential as adequate and appropriate materials.

Facilities

The majority of the institutions do not have space for materials, staff, and readers which the standards estimate as necessary for quality library service. Frequently the space allotted is not even adequate for the minimal library service presently being offered. Space is frequently ill-lit and shabby and sometimes, as in Trenton and Rahway State Prisons, so located that inmates cannot be permitted to visit the library. A few institutions have excellent, cheerful, well-equipped library rooms--notably Yardville, New Jersey Reformatory for Women, the State Home for Boys, and the State Hospital in Marlboro. The directors of all the institutions visited by the consultant indicated that although they were not in a position to expend substantial additional money for library personnel or materials without an increase in budget, it would be possible to allot more and better space to the library if expansion becomes possible.

Resources From Other Libraries

A few institutions report that materials are interloaned for residents from neighboring public libraries. New Jersey now has designated seventeen public libraries as area reference libraries serving most of the state. These libraries receive state aid and are engaged in building sizeable collections. Many of them have bookmobiles and/or delivery vehicles. Forty-eight public libraries in New Jersey, in a survey conducted by the American Library Association, Association of Hospital and Institution Libraries in 1967, indicated some activity in serving institutions, although these were universally not state institutions, but rather county, city, and/or private, and usually smaller institutions.

The State Library has traditionally considered the institution libraries within the responsibility of the area public library consultants. There is a long record of consultant visits, during which collections were weeded, resident or paid non-professional staff were advised, and the institution director urged to add a professional librarian to the staff. Almost all institutions report use of the State Library to fill an occasional request for the somewhat unusual prisoner or patient who expresses a desire for material not available in the institution. The Matching Book Grant Program, referred to above, has since 1944 provided a trickle of new books into the institutions. In 1964, with a change in the pattern of small grants of less than $200 to each institution able to match this minimal expenditure, to the grant of $1,000 to three institutions each year, the program has resulted in dramatic improvement in some institutions. The State Library has not had sufficient staff to work intensively with the institution libraries, and has therefore been unable to meet their real needs, which require full time librarians to staff the library in all large institutions and substantial sums of money for printed and other materials.

Several institutions report that they draw upon a central collection of 16mm educational films at the State Museum, but generally feel that the collection is not geared to their needs (is either not sophisticated enough for inmate use, or too difficult for the mentally retarded to comprehend, or not well enough annotated). Especially the institutions for the mentally retarded, but also the correctional and mental health institutions, express the need for access to improved audio visual materials.

IX

ALTERNATIVE ADMINISTRATIVE PATTERNS AND PRIORITIES

The services, personnel, materials, and physical facilities needed to bring New Jersey institutions to minimum standards for good library service, and to maintain these standards, have been detailed in the profiles in Section I and as summarized would require an expenditure of approximately $225,000 for materials, a substandial rearrangement of space within the institutions to provide adequate space, and the hiring of thirty-five librarians at a cost of approximately $280,000. Continuing this service would require annual expenditure of approximately $145,000 for materials and the continued personnel cost, or a total of $425,000. All of these estimates are based on 1967 costs and inmate population, and can be expected to rise. Not estimated are costs for additional supplies, furniture, equipment, telephone, postage, etc., which would rise inevitably as library service accelerates. These expenditures must be made if New Jersey is to provide library service of real quality. The figures do not include funds needed to bring county hospitals to standard.

If New Jersey is willing and able to appropriate this money immediately then the remaining problems are administrative -- how these services should be organized and administered in order to provide maximum service for the funds expended.

Four patterns are possible:

1. Make grants to each institution sufficient to build the collections to minimum standards and to maintain them, and to establish the required number of professional positions, with the understanding that the institution provide out of its current budget sufficient non-professional help, space, and equipment to meet minimum standards. This plan has the advantage of administrative simplicity. Its disadvantages are that it tends to isolate the librarian from the stimulation of other librarians and to limit the possibility of transfer or promotion--a factor which would make it hard to recruit or retain good librarians. A further disadvantage of this pattern is that it does not facilitate the economies of central services such as acquisition and cataloging of materials.

2. Make grants to the area reference libraries to enable them to provide staff to the institutions in

their respective areas and to select, acquire, and process materials for these libraries, with the understanding that the institutions provide out of their current budget sufficient non-professional staff and adequate space and equipment. Under this pattern the librarians would be on location in the institutions but on the staff of the area reference libraries. Two advantages of this plan are that it facilitates the use of the nearby good library collections as a back-up for the institution collection, and that if the program must be phased in, it might be possible in the earlier stages for librarians to divide time between two (or more) institutions in an area. A disadvantage, at least in the present early stage of area reference library development, is that some institutions are located in areas not yet served by area libraries, and that the majority of the seventeen libraries designated are themselves striving to build adequate collections, staffs, and services.

3. Establish a network of institution libraries under the Department of Institutions and Agencies. This could have the advantage, if the program needs to be phased in, of deploying resources as the central office perceived the greatest need. It would provide good opportunity for group stimulation and interaction, but

would not provide the advantages of integration into a larger library staff. Setting up central services such as book ordering, cataloging, film services, etc., only for the institutional network would be wasteful when such a framework already exists through the State Library. This pattern would facilitate maximum identification with other personnel of the central staff of the Department of Institutions and Agencies.

4. Establish a network of institution libraries under the State Library. All materials for institution libraries might be centrally acquired, cataloged, and perhaps processed. Librarians could be on location in the institutions, but on the State Library staff, with the institutions responsible for providing out of their regular budgets for sufficient non-professional help and adequate supplies and equipment. Book funds could be allocated to each institution in terms of its needs. Some special collections might be rotated from one institution to another. Librarians might aid each other in evaluating books for institutions. A central film collection might be maintained. Sharing of book lists, posters, book marks, etc., might be arranged. Librarians might meet together to discuss common problems, and within the institution library group, might develop teams of

specialists for each type of institution--correctional, mental health, mental retardation, etc. The advantages of this pattern are that it would facilitate the use of the State Library as a back-up resource to the institutions, would encourage the provision of central services such as central cataloging, film collection, etc., would provide some savings (such as maximum discounts in ordering of periodicals for all institutions in a single bid) and, perhaps most important, provide the best framework for developing a highly skilled corps of institutional librarians, educating and stimulating each other, and capable of providing the State of New Jersey with a top quality service of genuine rehabilitation significance. It would facilitate transfer of librarians from one institution to another, or from institutional service to some other State Library section, when this seemed desireable. It would enable a chain of promotion, with is virtually impossible when a single librarian works in an institution, and would be less possible in a small group of librarians working in an area reference library. This pattern, offering librarians opportunity to join an established library of high reputation in an exciting new program of wide scope, would probably provide the best framework for recruiting and keeping professional staff. If the program needed to be phased in, a contral organization could provide a good framework for placing librarians where the need and potential was greatest.

The disadvantage of this central organization at the State Library, as well as of an organization through the area reference libraries, is that the individual librarian would need to be responsible both to the director of the institution to which he was assigned and to his supervisor at the library. It should be remarked here that all institution directors interviewed by the consultant indicated that they preferred having the librarian on the State Library staff, both for the professional guidance and stimulation he would receive and because they felt that the State Library was better equipped to recruit librarians than they were.

Under alternate patterns 1 or 4, the State Library might act in an advisory capacity, offering in-service training, evaluation of services and needs in terms of standards, technical advice, and perhaps on a contractual basis, central services, such as acquisition and organization of materials.

Even if New Jersey were prepared to spend enough money to bring all institution libraries up to standard in one year, it would probably be difficult, if not impossible, in these days of shortage, to hire enough librarians to implement the program. It will therefore be necessary to establish priorities and to plan for a program of gradual phase-in, perhaps over a five-year period. The following alternatives should be considered:

1) Give first priority to the institutions totally administered by the state, and second to those county institutions only partially state supported.
2) Give priority to the institution population most able to use and profit by library service. Under this plan, the correctional institutions, where residents are healthy and sane, would probably warrant first priority, followed by mental health and finally mental retardation. New Jersey's few state institutions for the aged and tubercular would class with the correctional.
3) Give priority to the institutions now providing the least library service. This would probably give top priority to the institutions for the mentally retarded, followed by correctional and aged, with lowest priority to the mental and other hospitals.

4) Give priority to those institutions presently offering the best library services, building them up to top quality as a model and demonstration. This would probably give priority to Marlboro among the mental hospitals, Yardville New Jersey Reformatory for Women, and the State School for Boys at Jamesburg among the correctional, Woodbridge State School among the institutions for the mentally retarded.

5) Attack the problem by region, giving priority, for instance, to all the institutions in the Trenton region first, etc. Regions could be chosen in terms of those with the largest inmate population first. This might mean that in the initial stages, three librarians, working in the major types of institution, might serve all the institutions in a region, spending part time in each of several institutions.

6) Give priority to the largest institution of each type--this would mean that the service should be improved first in Rahway State Prison, Greystone Park Mental Hospital, and Vineland State Colony.

Essentially, whatever pattern of priority is adopted, the decision must be made whether to spread some improvement over many institutions, or whether to effect dramatic change in one or a few institutions as a demonstration. It seems, whichever option is adopted, that priority must be given to qualified personnel, despite the large gaps in materials.

X

RECOMMENDATIONS

The following recommendations grow out of the information gathered in the survey of present library resources in New Jersey Institutions and discussions with the State Advisory Committee.

Residents' Library Services

1. In order to provide library services of minimum quality for the residents of New Jersey State Institutions, a minimum expenditure of $255,000 must be made to bring collections to national standard. To bring the library services in county institutions to standard would require an additional $45,754.
2. To maintain library services to residents of state institutions at minimum quality will require an annual expenditure of approximately $20 per capita in correctional institutions, $20 per capita in mental hospitals, $10 per capita in institutions for the mentally retarded, $47 per capita in the

state tuberculosis sanatorium and in the two homes for disabled soldiers. This figure will rise with the cost in materials and personnel, and should be conceived as a minimum benchmark. Based upon the census of September, 1967, this would require an annual expenditure of $425,000, plus $165,126 in the county hospitals.

3.a) If this program must be phased in, priority should be given to state institutions, over those county institutions substantially supported by the state.

b) Priority should be given to correctional institutions since these inmates are best able to profit from library resources.

c) Rather than spreading a little improvement over many institutions, priority should be given to establishing quality library service in two or more correctional institutions as a demonstration of what can be accomplished. As funds become available, good library service should be extended to other institutions.

4. A central film library for all institutions should be established, either in the State Library or in the New Jersey State Museum. This should provide films selected specifically to meet the needs of

institutions, with an annotated catalog.

5. Library services to residents of state institutions should be administered as a network directly by the State Library.

Informational Services to Staff in State Institutions

6. Professional libraries in all state hospitals should be improved by an annual expenditure of at least $2,750 for materials and $13,000 for professional and clerical staff. In addition, each institution should allot sufficient space to house a collection of at least 1,000 volumes and twenty-five journals, with space for a reading room, librarian's office and work room, so located as to be easily accessible to the staff. To provide these will require a minimum annual expenditure of $126,000 for state hospitals, and an additional $68,040 to establish this service in county hospitals.

7. For professional staff working in state institutions for the mentally retarded, the library at the Johnstone Training and Research Center should be built up to standard as a state-wide information center on mental retardation. This center might also be

available to students in New Jersey colleges and universities, to parents of handicapped children and to personnel administering community programs for the retarded. This would require an annual expenditure of approximately $40,000.

8. For professional staff working in state correctional institutions, the library at Yardville should be built up to standard as a state-wide information center, offering current awareness services to personnel in all state correctional institutions and the central staff in Trenton.

APPENDIX

DIRECTORY--NEW JERSEY INSTITUTIONS AND AGENCIES

Division of Mental Health and Hospitals

	Resident Population Sept. 30, 1967
ANCORA STATE HOSPITAL Hammonton, New Jersey Harry H. Brunt, Jr., M.D., Medical Director Fred Furlong, Supervisor of Instruction--Children's Unit	1,631
ARTHUR BRISBANE CHILD TREATMENT CENTER Farmingdale, New Jersey Evelyn P. Ivey, M.D., Medical Director Mrs. Edwina Crystal, Director of Education	82
N. J. DIAGNOSTIC CENTER Menlo Park, New Jersey Ralph Brancale, M.D., Medical Director Edwin Bess, Supervisor of Instruction	92
N. J. STATE HOSPITAL Greystone Park, New Jersey Archie Crandell, M.D., Medical Director Juan B. Pulido, M. D., Director, Children's Unit	4,369
N. J. STATE HOSPITAL Marlboro, New Jersey Robert P. Nenno, M.D., Medical Director David Peay, Director of Education	1,350
N. J. NEURO-PSYCHIATRIC INSTITUTE Princeton, New Jersey Robert E. Bennett, M.D., Superintendent Hugh J. McBride, Director of Education	812
N. J. STATE HOSPITAL Trenton, New Jersey Martin H. Weinberg, M.D., Medical Director Lydie Kearns, Supervisor of Instruction	2,987

Division of Mental Retardation

	Res. Pop.
EDWARD R. JOHNSTONE TRAINING AND RESEARCH CENTER Bordentown, New Jersey Joseph J. Parnicky, Ph.D., Superintendent Steven Hulit, Acting Director of Education	336
STATE COLONY New Lisbon, New Jersey Francis W. Russell, Superintendent Director of Education (Presently vacant)	1,236
NORTH JERSEY TRAINING SCHOOL Totowa, New Jersey Dennis J. Buttimore, Ph. D., Superintendent Joseph Ryder, Director of Education	1,010
STATE SCHOOL Vineland, New Jersey Herbert Schultz, Superintendent G. Edwin Lint, Director of Education	1,932
STATE COLONY Woodbine, New Jersey Harry VonBulow, Superintendent Edgar Leeds, Director of Education	1,182
STATE SCHOOL Woodbridge, New Jersey David Rosen, Superintendent Vinton Smith, Director of Education	988

Division of Correction and Parole

Prison Complex

N. J. STATE PRISON Leesburg, New Jersey Frank Baer, Deputy Keeper Peter Dyer, Instructor-Counsellor	268
N. J. STATE PRISON Rahway, New Jersey Warren Pinto, Superintendent Richard Seigel, Supervisor of Instruction	1,127

	Res. Pop.
N. J. STATE PRISON (cont.)	
Rahway Unit at Marlboro	124
Rahway Unit at Menlo Park	46
N. J. STATE PRISON Trenton, New Jersey Howard Yeager, Principal Keeper Robert Hatrack, Director of Education	1,100
West Trenton Prison Unit	132
Reformatory Complex - Males	
N. J. REFORMATORY Annandale, New Jersey U. Samuel Vukcevich, Superintendent Stephen Domovich, Director of Education	484
N. J. REFORMATORY Annandale, New Jersey	
Annandale Unit at High Point	44
Annandale Unit at West Trenton	41
Annandale Unit at Stokes Forest	44
N. J. REFORMATORY Bordentown, New Jersey Ira Mintz, Ph. D., Superintendent Joseph Call, Director of Education	807
Bordentown Unit at NPI	46
Bordentown Unit at New Lisbon	53
N. J. REFORMATORY FOR WOMEN Clinton, New Jersey Edna Mahan, Superintendent Director of Education (Presently vacant)	290
Clinton Unit at Vineland	26
Clinton Unit - Community Center	7

	Res. Pop.
HIGHFIELDS RESIDENTIAL GROUP CENTER Hopewell, New Jersey Albert Axelrod, Superintendent Director of Education (no budgeted position)	20
OCEAN RESIDENTIAL GROUP CENTER Forked River, New Jersey Vincent Regan, Superintendent Director of Education (no budgeted position)	21
TURRELL RESIDENTIAL GROUP CENTER Farmingdale, New Jersey Ann Wood Superintendent Director of Education (no budgeted position)	14
WARREN RESIDENTIAL GROUP CENTER Oxford, New Jersey Edward Ziegele, Superintendent Director of Education (no budgeted position)	20
N. J. STATE HOME FOR BOYS Jamesburg, New Jersey Charles W. Houston, Superintendent Michael Nittoli, Ph.D., Director of Education	502
N. J. STATE HOME FOR GIRLS Trenton, New Jersey Regina M. Flynn, Superintendent Lillian Kornitsky, Director of Education	162
Community Center	10

Division of Community and Professional Services

N. J. HOME FOR DISABLED SOLDIERS Menlo Park, New Jersey Jacob A. Haulenbeck, Superintendent Director of Education (no budgeted position)	186
N. J. HOME FOR DISABLED SOLDIERS Vineland, New Jersey Gen. William C. Doyle, Superintendent Director of Education (no budgeted position)	202

	Res. Pop.
N. J. SANATORIUM FOR CHEST DISEASES Glen Gardner, New Jersey Mario P. Grasso, M.D., Medical Director Vincent Breston, Supervisor of Instruction	265

DIRECTORY OF NEW JERSEY COUNTY INSTITUTIONS FOR THE MENTALLY ILL AND TUBERCULAR

Mental Hospitals	Resident Population Sept. 30, 1967
Atlantic County Mental Hospital Northfield, New Jersey	205
Burlington County Mental Hospital Evergreen Park New Lisbon, New Jersey	166
Camden County Psychiatric Hospital Lakeland, New Jersey	698
Cumberland County Mental Hospital Bridgeton, New Jersey	175
Essex County Mental Hospital Cedar Grove, New Jersey	3,151
Hudson County Mental Hospital Secaucus, New Jersey	2,038
Tuberculosis Hospitals	
Bergen Pines County Hospital Paramus, New Jersey	43
Camden County Hospital for Chest Diseases Lakeland, New Jersey	85
Essex County Sanatorium Verona, New Jersey	255

Hudson County
B. S. Pollak Hospital for Chest Diseases 30
100 Clifton Place
Jersey City, New Jersey

Middlesex County 317
Roosevelt Hospital
Metuchen, New Jersey

Monmouth County 11
Allenwood Sanatorium
Allenwood, New Jersey

Passaic County 37
Preakness Hospital (ambulatory, chronic,
geriatric)
Paterson, New Jersey, 07509

ADVISORY COMMITTEE ON INSTITUTIONAL LIBRARY SERVICES

Membership ** November, 1967

Co-Chairmen: Roger H. McDonough, State Librarian
185 West State St., Trenton, N.J. 08625
Neal Harlow, Dean,
Graduate School of Library Service,
Rutgers, The State University,
New Brunswick, N.J. 08901

STATE DEPARTMENT OF EDUCATION

Division of the State Library, Archives and History

Miss Adeline Franzel, Head, Library for the Blind and Handicapped,
1700 Calhoun St., Trenton, N.J. 08638
David C. Palmer, Chief, Readers Services,
185 West State St., Trenton, N.J. 08625

Division of Curriculum and Instruction

Dr. Boyd E. Nelson, Director, Special Education Services,
255 West State St., Trenton, N.J. 08625
Joseph F. Cappello, representing Dr. Nelson

RUTGERS, THE STATE UNIVERSITY

Graduate School of Library Service

Mrs. Mildred Y. Johnson, Assistant Dean,
5 Huntington St., New Brunswick, N.J. 08901

Graduate School of Social Work

Mrs. Audrey Faulkner, Assistant Professor and Library Liaison,
536 George St., New Brunswick, N.J. 08903

STATE DEPARTMENT OF INSTITUTIONS AND AGENCIES

Division of Community and Professional Services

Miss Anne Gregory, Education Specialist,
222 W. State St., Trenton, N.J. 08625

Division of Corrections and Paroles

Mr. U. Samuel Vukcevich, Supt. New Jersey Reformatory, Annandale, N.J. 08801

Division of Mental Health and Hospitals
Dr. Paul Haun, Director, Psychiatric Education,
135 W. Hanover St., Trenton, N.J. 08625
Division of Mental Retardation
Mr. Alphonse C. Sootkoos, Supt., Hunterdon State School
c/o Johnstone Training Center, Bordentown, N.J. 08505

STATE DEPARTMENT OF LABOR AND INDUSTRY
Rehabilitation Commission
Mr. Arthur J. Sinclair, Assistant Director,
John Fitch Plaza, Trenton, N.J. 08625

TRENTON PUBLIC LIBRARY

Miss Veronica Cary, Director,
120 Academy Street, Trenton, N.J. 08608

RUTGERS GRADUATE SCHOOL OF LIBRARY SERVICE
with the cooperation of the
NEW JERSEY STATE LIBRARY, and the
NEW JERSEY DEPARTMENT OF INSTITUTIONS AND AGENCIES

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

November, 1967

The following questionnaire is submitted in connection with the federal Library Services and Construction Act, Title IV-A, "State Institutional Library Services". Enacted in 1966, this measure charges the State Library with developing a program of library services to inmates, patients and residents of institutions operated, or substantially supported by the State of New Jersey.

Your cooperation in providing as complete information as possible will be appreciated. Two copies of the questionnaire are being sent to your institution. Please retain one for your files and return the second copy to:

Miss Anne B. Gregory
Chief Educational Consultant
Department of Institutions and Agencies
222 West State Street
Trenton, New Jersey 08625

Name of Institution ______________________________

Address ______________________________

Telephone ______________ Chief Administrator ______________________

Type of Institution (check one): Correctional ☐ Mental Health ☐
Mental Retardation ☐ Other ☐ (specify) ______________

Average Population
(as of last annual
budgetary report)

____

	Number of Employees	
	full-time	part-time
Professional	______	______
Non-Professional	______	______

If the institution maintains libraries in its satelite units (off the main campus) in addition to the central library, please describe here:

The questionnaire which follows is divided into three parts: (A) Library Services to Residents; (B) Professional Library Services for Staff; and (C) School Library Services (in support of the institution's educational or rehabilitation programs). Please give figures for the 1966-67 year unless otherwise directed. If these types of services are combined or overlap, please enter figures under the most appropriate heading and explain by footnotes.

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

____
Name of Institution

A. LIBRARY SERVICES TO RESIDENTS, 1966-1967

1. Collection:

a. Total number of volumes as of June 30, 1967 ____________

b. Number of volumes added during the 1966-67 year ____________

c. Is there a regular program for discarding older volumes? ☐ yes ☑ no

d. Does the library maintain a card catalog of its holdings ☑ yes ☐ no

e. Number of current magazine titles subscribed to by library __________

f. Number of newspaper titles subscribed to by library __________

g. Audio-visual materials (give approximate number of each) __________

(1) films _____ (4) recordings _____

(2) filmstrips _____ (5) tapes _____

(3) slides _____ (6) other (specify) _____

____

2. Circulation and Interlibrary Loan:

a. Total number of books loaned, 1966-67 ____________

b. Are items borrowed for residents through loans from other libraries:

Check: ☐ never; ☐ seldom; ☐ frequently

c. Type of services received from other libraries; Name of library(s) contacted:

(1) reference service ______________________________

(2) interlibrary loan ______________________________

(3) consultant services ______________________________

(4) bookmobile service ______________________________

(5) deposit collections ______________________________

3. Library Staff:

a. Name of person responsible for library ______________________

Civil Service Title ___________ Education ________ Salary ______

Proportion of time spent on library duties __________

____
Name of Institution

LIBRARY SERVICES TO RESIDENTS (cont.)

b. Other Library Staff (in full-time equivalents)

Professional Librarians (with masters' degree) _______

Librarians (with library school or other library training) _______

Paid Clerks _______ Volunteers _______ Resident Aides _______

4. Library Budget - Expenditures:	Actual 1966-67	Budgeted 1967-68
a. Personnel	$	$
b. books		
c. periodicals and newspapers		
d. Audio-visual materials		
e. other operating expenditures (supplies, etc., exclude building costs)		
f. total operting expenditures	$	$

5. Library Income - by source	1966-67	1967-68
a. State appropriated	$	$
b. Elementary & Secondary Education Act, Title II		
c. Other (gifts, welfare, funds, sales, etc.)		

please specify: _______________________

6. Physical facilities:

a. Library room ☐ Separate building ☐ Other ☐ describe below:

____

b. Number of Square feet _______ c. Number of Readers' seats _______

d. Number of linear feet of shelving _______

7. Total hours per week library is open to general resident population _______

Daily schedule (specify actual hours, e.g., 9-5; 7-9 p.m.; etc.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

SURVEY OF INSTITUTION LIBRARY SERVICES

____
Name of Institution

8. Special Services; Group Activities:

a. Is individual reading guidance provided: ☐ yes ☐ no. If so, by whom is it provided? ____________ Describe briefly ____________

____

b. Other special Services: (check if provided; give title of person providing)

(1) Remedial reading	☐ by whom ________	frequency ________
(2) Book reviews	☐ by whom ________	frequency ________
(3) (3) Storytelling	☐ by whom ________	frequency ________
(4) Film programs	☐ by whom ________	frequency ________
(5) Records Concerts	☐ by whom ________	frequency ________
(6) Book discussion groups	☐ by whom ________	frequency ________
(7) Book cart and bedside book services	☐ by whom ________	frequency ________

9. General comments:

a. Further description of services:

b. Recognized needs:

The above information was supplied by:

______________________ Name

______________________ Title

______________________ Phone

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

Name of Institution ____________________

B. PROFESSIONAL LIBRARY SERVICES FOR STAFF, 1966-1967

1. Collection:

a. Total number of volumes as of June 30, 1967 __________

b. Number of volumes added during the 1966-67 year __________

c. Does the library maintain a card catalog of its holdings: ☐ yes ☐ no

d. Number of journals currently subscribed to __________ titles

2. Use of other libraries:

a. Number of items borrowed from other libraries for staff use (books, periodicals, photocopies, etc.) __________

b. Please name the libraries from which you borrow most frequently:

Public Libraries ____________________

College/University libraries ____________________

Special Libraries ____________________

State Library ____________________

Federal Libraries ____________________

c. Do you turn to other libraries for reference/research service ☐ yes ☐ no

3. Library staff:

a. Name of person responsible for library ____________________

Civil Service Title __________ Education __________ Salary _____

Proportion of time spent on library duties __________

b. Other lib

b. Other library staff (in full-time equivalents)

Professional librarians (with masters' desgree) __________

Librarians (with library school or other library training __________

Paid Clerks __________ Volunteers __________ Resident Aides __________

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

Name of Institution ____________________

Professional Library Services for Staff (cont.)

	Actual 1966-1967	Budgeted 1967-1968
4. Library Budget - Expenditures:		
a. Personnel	$______	$______
b. Books	______	______
c. Periodicals	______	______
d. Other Operating Expenditures (supplies, etc.: exclude building costs)	______	______
e. Total Operating Expenditures	$______	$______
5. Library Income	1966-1967	1967-1968
a. State appropriated	$______	$______
b. Medical Library Assistance Act-	______	______
c. Other library income	______	______

please specify source ____________________

6. Physical facilities:

a. Library room ☐ Separate building ☐ Combined with residents' or school library ☐ Other ☐ (describe) ____________________

____

b. Number of square feet ______ c. Number of readers' seats ______

d. Number of linear feet of shelving ______

7. General Comments:

a. Further description of services:

b. Recognized needs:

The above information was supplied by:

____________________	____________________	____________________
Name	Title	Phone

URVEY OF INSTITUTIONAL LIBRARY SERVICES

____
Name of Institution

C. SCHOOL LIBRARY SERVICES, 1966-1967

. Student Use:

a. Number of students ________ b. Age range ______ to ______

c/ Number of students enrolled in:

Basic Training Programs ______ Adult Basic Education ______

Academic cources ______ Vocational education ______

Other ______ (please specify ________________________

2. Collection:

a. Total number of volumes as of June 30, 1967 ______

b. Number of volumes added during the 1966-67 year ______

c. Does the library maintain a card catalog of its holdings? ______

d. Number of current magazine titles subscribed to by library ______

e. Number of newspaper titles subscribed to by library ______

f. Audio-visual materials (give approximate number of each)

(1) films ______ (4) recordings ______

(2) filmstrips ______ (5) tapes ______

(3) slides ______ (6)other (specify ______

____

3. Library Staff:

a. Name of person responsible for library ________________________

Civil Service Title ____________ Education ________ Salary ________

Proportion of time spent on library duties ________

b. Other library staff (in full-time equivalents) ______

Professional librarians (with masters' degree) ______

Librarians (with library school or other library training ______

Paid clerks ______ Volunteers ______ Resident Aides ______

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

____
Name of Institution

School Library Services (cont)

		Actual 1966-1967	Budgeted 1967-1968
4.	School Library Budget - Expenditures:		
a.	Personnel	$______	$______
b.	Books	______	______
c.	Periodicals and Newspapers	______	______
d.	Audio-visual materials	______	______
e.	Other Operating Expenses (supplies, etc: exclude building costs)	______	______
f.	Total Operating Expenditures	$______	$______
5.	School Library Income - by source	1966-1967	1967-1968
a.	State appropriated	______	______
b.	Elementary & Secondary School Act, Title II	______	______
c.	Other (gifts, welfare, funds, sales, etc)	______	______

Please specify ____________________________

6. Physical Facilities:

   a. Library room ☐ Separate building ☐ Combined with residents' or staff library ☐ Other ☐ (describe) ____________________

   ____

7. General comments:

   a. Further description of services:

   b. Recognized needs:

The above information supplied by:

________________ ________________ ____________
Name Title Phone

INSTITUTIONS LOCATED IN SERVICE AREAS OF PUBLIC LIBRARY AREA REFERENCE CENTERS

Burlington Area Library

State Colony New Lisbon (Pemberton Twp.)	Burlington County
Burlington County Mental Hospital New Lisbon	

Cumberland Area Library

Home for Disabled Soldiers Vineland	Cumberland County
Leesburg State Prison Maurice River Twp.	Cumberland County
State School Vineland	Cumberland County
Cumberland County Mental Hospital Bridgeton	

Linden Area Library

Rahway State Prison Rahway	Union County

Monmouth Area Library

Brisbane Child Treatment Center Farmingdale	Monmouth County
State Hospital Marlboro	Monmouth County
Turrell Residential Group Farmingdale	Monmouth County

Ocean Area Library

Ocean Residential Group Lacey Township	Ocean County

Trenton Area Library

Bordentown Reformatory Bordentown	Burlington County
Highfield Residential Center Hopewell	Mercer County
Johnstone Training and Research Center Bordentown	Burlington County
Neuro-Psychiatric Institute Princeton	Mercer County
State Home for Girls Trenton	Mercer County
State Hospital Trenton	Mercer County
State Prison Trenton	Mercer County
Yardville Youth Reception Yardville (near Bordentown)	Burlington County

Somerset Area Library

Annandale Reformatory Clinton Township	Hunterdon County
Reformatory for Women Clinton Township	Hunterdon County

Sussex Area Library

Sanatorium for Chest Diseases Glen Gardner	Hunterdon County
Warren Residential Group Center Oxford	Warren County

Woodbridge Area Library

Home for Disabled Soldiers Edison Township	Middlesex County
State Diagnostic Center Edison Township	Middlesex County
Woodbridge State School Woodbridge	Middlesex County

FUNDS APPROPRIATED FOR INSTITUTION OPERATION
FISCAL YEAR 1966/67*

Institution	Per Capita	Actual
I. Mental Health Institutions		
Ancora State Hospital	$ 3,352	$ 6,632,131
Arthur Brisbane Child Treatment Center	6,240	561,571
Diagnostic Center (resident)	10,242	921,740
N.J. State Hospital--Greystone Park	2,792	12,725,457
N.J. State Hospital--Marlboro	4,187	7,952,144
Neuro-psychiatric Institute	5,550	4,506,703
N.J. State Hospital--Trenton	3,161	9,969,098
Total Appropriated:		$43,268,884
II. Mental Retardation Institutions		
Edward R. Johnstone Training and Research Center	5,621	1,815,692
State Colony--New Lisbon	2,534	2,950,085
North Jersey Training School	2,873	2,972,270
State School--Vineland	2,457	4,967,313
State Colony--Woodbine	2,527	3,038,400
State School--Woodbridge	3,732	3,732,518
Total Appropriated:		$19,476,278
III. Correctional Institutions		
N.J. State Prison--Leesburg	1,943	553,787
N.J. State Prison--Rahway	1,729	2,031,990
N.J. State Prison--Trenton	2,133	2,732,490
N.J. Reformatory--Annandale	2,524	2,019,578
N.J. Reformatory--Bordentown	2,265	2,038,522
N.J. Reformatory for Women--Clinton	3,360	1,430,493
Highfields Residential Group Center	3,073	61,456
Ocean Residential Group Center	2,868	57,357

III. Correctional Institutions (cont.)

Institution	Per Capita	Actual
Turrell Residential Group Center	$3,435	$ 61,823
Warren Residential Group Center	2,796	55,924
N.J. State Home for Boys--Jamesburg	3,012	2,110,819
N.J. State Home for Girls--Trenton	4,401	1,118,704
Youth Reception and Correction Center--Yardville		483,826
Total Appropriated:		$14,756,769

IV. Other Institutions

N.J. Home for Disabled Soldiers--Menlo Park	2,996	599,262
N.J. Home for Disabled Soldiers--Vineland	2,570	642,592
N.J. Sanatorium for Chest Diseases	7,159	1,684,114
Total Appropriated:		$ 2,925,968

*Figures taken from Budget Summary, 1966/67, Department of Institutions and Agencies

NEW JERSEY STATE INSTITUTIONS RECEIVING GRANTS FOR SCHOOL LIBRARY MATERIALS UNDER ELEMENTARY-SECONDARY EDUCATION ACT - TITLE II IN 1966

Institution	Amount Received
Mental Health Institutions	
Ancora State Hospital	$ 133.50
Arthur Brisbane Child Treatment Center	161.00
Diagnostic Center	148.75
N.J. State Hospital--Greystone Park	308.00
N.J. State Hospital--Marlboro	105.00
Neuro-psychiatric Institute	383.25
N.J. State Hospital--Trenton	428.75
Mental Retardation Institutions	
Edward R. Johnstone Training and Research Center	400.50
State Colony--New Lisbon	558.25
North Jersey Training School	707.00
State School--Vineland	718.75
State Colony--Woodbine	504.00
State School--Woodbridge	1,426.25
Correctional Institutions	
N.J. Reformatory--Annandale	973.50
N.J. Reformatory--Bordentown	675.50
N.J. Reformatory for Women--Clinton	227.50
N.J. State Home for Boys--Jamesburg	1,109.50
N.J. State Home for Girls--Trenton	350.00

Total Number of Pupils: 5,490 (4,352 elementary, 1,138 secondary)

Total ESEA-II Grants to State Institutions: $9,518.50

Total Expenditures for Books and Periodicals: $4,776.00

Total Expenditures for Audio-Visual Materials: $4,742.00

RESUME OF REGULATIONS, LIBRARY SERVICES AND CONSTRUCTION ACT TITLE IV--SPECIALIZED STATE LIBRARY SERVICE

Part A - State Institutional Library Services

Funds may be used to purchase books, and other library materials, and to provide library services to (A) inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, or general or special institutions or hospitals operated or substantially supported by the State, and (B) students in residential schools for the handicapped (including mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, crippled, or other health-impaired persons who by reason thereof require special education) operated or substantially supported by the State.

The authorization for appropriation is $5 million for fiscal year 1967, $7.5 million for fiscal year 1968, $10 million for fiscal year 1969, $12.5 million for fiscal year 1970, and $15 million for fiscal 1971.

The basic Federal allotment for each fiscal year is $40,000 for each of the States, Puerto Rico, and the District of Columbia, and $10,000 each for American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands.

Part B - Library Services to the Physically Handicapped

Funds may be used for library services, whether through public or other nonprofit libraries, agencies, or organizations, to physically handicapped persons, including the blind and visually handicapped.

The authorization for appropriation is $3 million in fiscal year 1967, $4 million in fiscal year 1968, $5 million in fiscal year 1969, $6 million in fiscal year 1970, and $7 million in fiscal year 1971.

The basic Federal allotment for each fiscal year is $25,000 for each of the States, Puerto Rico, and the District of Columbia, and $5,000 each for American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands.

October 24, 1967

Prepared by the Library Programs and Facilities Branch
Division of Library Services and Educational Facilities
Bureau of Adult, Vocational and Library Programs
U. S. Office of Education
Washington, D. C. 20202

NEW JERSEY INSTITUTIONS FOR THE MENTALLY RETARDED
RESIDENT POPULATION BY MENTAL LEVEL, CURRENT AGE, AND SEX

JUNE 30, 1967

			Age in Years									
Measured IQ	MENTAL LEVEL	TOTAL	Under 5	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40 & over	Age unknown
	MALE											
over 83	NO RETARDATION	15				2	1		1	2	9	
68-83	Borderline	131	1	1	14	51	16	7	4	5	32	
32-67	Mild	430	1	12	44	88	52	28	32	28	145	
36-51	Moderate	671	2	23	81	85	79	53	41	64	243	
20-35	Severe	648	13	69	91	108	86	59	35	38	149	
less than 20	Profound	1,192	63	101	113	192	151	106	93	86	286	1
	Unknown Level	357	13	95	123	51	22	6	13	6	28	
	TOTAL MALE	3,444	93	301	466	577	407	259	219	229	892	1

NEW JERSEY INSTITUTIONS FOR THE MENTALLY RETARDED RESIDENT POPULATION BY MENTAL LEVEL, CURRENT AGE, AND SEX--(cont.)

JUNE 30, 1967

Measured IQ	MENTAL LEVEL	TOTAL	Age in Years									
			Under 5	5-9	10-14	15-19	20-24	25-29	30-24	35-39	40 & over	Age unknown
	FEMALE											
over 83	NO RETARDATION	10				2	1			1	6	
68-83	Borderline	90		5	8	24	12	5	2	2	32	
52-67	Mild	348		12	33	77	36	24	25	19	122	
36-51	Moderate	597	1	37	63	86	65	50	44	41	218	2
20-35	Severe	852	18	56	100	86	92	78	51	73	298	
less than 20	Profound	1,164	63	120	174	176	127	77	75	75	277	
	Unknown level	135	7	55	31	17	6	1	3	2	13	
	TOTAL FEMALE	3,196	89	275	409	468	339	235	200	213	966	2

Supplied by Anne Gregory, Chief Educational Consultant, Department of Institutions and Agencies

END

DEPT. OF HEALTH
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WELFARE

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